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PROJECT REVIEW COMMITTEE PROCEDURES MEMORANDUM NO. 2

SUBJECT: Submission of projects for PRC consideration.

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REFERENCE a.: CIA Regulation [REDACTED], dated 4 May 1951.

b.: Project Review Committee Procedures, dated 15 May 1951,  
issued over the signature of DDCI.

1. The procedural and presentation requirements of reference (b) are intended primarily to assure the PRC of sufficient information to judge the following basic questions:

a. Policy

- (1) Does this project profitably contribute to the accomplishment of a previously approved policy and program objective; or,
- (2) If approval of the project is, in effect, authorization of a new policy and program objective, (a) have others concerned, within or outside CIA, been sufficiently consulted? And (b) is approval now justified as a matter of policy?

b. Support

- (1) Does the project presentation affirmatively show that adequate support plans are tentatively established and ready for execution upon approval of the project? or,
- (2) If the project presentation shows in detail the prospect of support deficiencies which subordinate planning has been unable to provide for, what CIA action, if any, is possible to cover such deficiencies?

2. To insure as fully as possible that PRC may determine these questions without further DCI level staff analysis and action, the office submitting the project is requested to cover each project submitted with a memorandum brief (maximum 2 pages) setting forth the following:

a. Policy

- (1) A brief statement of the nature and extent of policy and program approval relied upon as authorization for the detailed action proposed in this project.

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- (2) Alternatively, in the case in which such prior policy and program approval has not been established, a clear statement of the policy and program objective which will be established by approval of this project and a statement of the coordination which has been obtained concerning such objective.
- (3) In either case, a brief statement showing how this project target and the proposed operational detail will contribute profitably to such general policy and program purpose.

b. Support

- (1) A summary statement showing logistic support requirements of men, money, materiel, and support facilities, as well as operational support facilities and services such as cover, communication, TSS, etc., in quantity and phasing required for this project.
- (2) Affirmation that operational support and facility requirements have been developed, in consultation with the staff and service elements concerned, and are assured in accordance with the operational phasing of the project.
- (3) Affirmation that the logistic support requirements have been planned for, in consultation as necessary with CIA staff and service elements, and are assured in accordance with the operational phasing of the project.
- (4) As an alternative to (2) or (3) preceding, the presentation may state why it has been impossible to plan assured operational support or logistic support, reciting further action required from PRC, and reciting any reasons of unusual urgency which justify PRC action in this respect.

c. Coordination

A brief statement as to the coordination which has been accomplished with other offices within the Agency, or with persons or offices outside of the Agency.

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3. The Recording Secretary of the PRC will return without action all project submissions which do not comply with the requirements of this memorandum.



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Deputy Director of Central Intelligence

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